

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.

2. SSIC/FILE NO.

3. DATE

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

5. ORGANIZATION AND STATION (Complete address)

6. VIA (As required)

7.

TO:

8. NATURE OF ACTION/SUBJECT

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)